

**Minutes**  
**2-3-11**  
**Board of Trustees**  
**Crandall Public Library**

**Attendance:**

**Trustees:**

Mr. Leonelli, Mr. Lebowitz, Ms. Irion, Ms. Caimano, Ms. Nemer, Mr. Rottenstreich, Mr. Toomey, Ms. Vanderminden, Ms. Newcomb, Mr. Pratt

Staff: Ms. McDonald, Ms. Naftaly, Ms. Shanks, Ms. Davis

The Meeting was called to order at 4:10 p.m. by President Richard Leonelli.

**Oaths of Office:**

Ms. Newcomb's oath was administered by Mr. Leonelli.

**2011 Committee Assignments**

Mr. Leonelli reviewed committee assignments.

**Public Comment:**

Ms. Newcomb, trustee spoke on behalf of two unidentified library customers. One asked why we don't have a fax machine. Ms. McDonald and Ms. Naftaly explained that fax machines are labor intensive for staff. The library can't receive fax responses for customers. Library staff direct customers who need a fax machine to several locations in the district. When the library gets a scanner, customers can scan in documents to library computers and send information in this manner.

Ms. Newcomb asked if the Children's Department had child-sized toilets. Ms. Naftaly thought they were. This will be reviewed.

**Correspondence and Press:** The board pass around file was made available to all trustees present.

Approval of Board of Trustees Minutes: January 5, 2011. Motion to approve by Mr. Rottenstreich seconded by Ms. Nemer and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

**Treasurers Report – December, 2010**

B. Pratt

The revised Budget Amendments for November 2010 report were not available for this meeting and this issue will be addressed at the March 2, 2011 meeting.

The Treasurers Report for December, 2010 was reported by Ben Pratt and Cynthia Davis, Accounting/Business Manager.

A motion was made by Ms. Caimano and seconded by Ms. Newcomb to accept the December 2010 Treasurer's report as presented on February 3, 2011 and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

#### **Budget Amendments December 2010**

Action on the budget amendments will be taken up at the March 2, 2011 meeting. Clarification was requested about NYS Retirement and Contingency.

#### **Project Budget**

A motion was made by Ms. Newcomb and seconded by Ms. Nemer to accept the December 2010 project budget as presented on February 3, 2011 and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

#### **Approval of Warrant, January 6, 2011- January 31, 2011 bills & payroll**

A motion was made by Ms. Newcomb and seconded by Mr. Rottenstreich to accept the Warrant, January 6, 2011- January 31, 2011 bills & payroll and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

#### **Committee Reports**

##### **Personnel:**

A motion was made by Ms. Caimano and seconded by Ms. Newcomb to approve the Civil Service appointment of Cindy Watkins, Custodian, full time Permanent from Exam #294 at an annual salary of \$21,802 effective 1-18-11 and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

##### **Executive Committee**

Mr. Leonelli reported on the January 12, 2011 meeting. At that meeting Mr. Pratt made a motion seconded by Barbara Caimano authorizing IATS services to provide credit card payments and reservations through the eTapestry company for Crandall Public Library and approved.

A motion was made by Ms. Newcomb and seconded by Ms. Caimano authorizing IATS services to provide credit card payments and reservations through the eTapestry company for Crandall Public Library and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

##### **Friends of Crandall Public Library**

In the absence of any Friend of the Library, Ms. McDonald reported that the Friends were holding their book sale this coming Friday through Sunday February 4-6, 2011. The Friends are also sending out their annual appeal letter in early March. The Library is providing the printed labels for this mailing. The Friends are saving 25% of all book sale proceeds for a "special" project. Ms. McDonald mentioned one in the new book area. Ms. McDonald also suggested a meeting of both boards initiated by the Library Board

to afford the opportunity for the Library board to thank the Friends for their budget and other support.

**SALS** Ms. Nemer reported that the last SALS meeting was cancelled due to snow. The next meeting is scheduled for February 15<sup>th</sup>. Ms. Nemer asked how the acquisitions transfer was going? Ms. McDonald and Ms. Naftaly said things were going well since Karen Hilfiger had taken over the project and is doing a great job.

**Director's Report & Action Items:**

Ms. McDonald handed out the Strategic Plan draft of Goals and Objectives that have been reviewed by Kathy Naftaly with the Management Team. Ms. McDonald and Ms. Naftaly will be reviewing the goals and objectives with our consultant June Garcia to determine if they are in line with what she feels the Library can accomplish by 12/31/13. June Garcia will meet with management staff February 9 and 10 to work on goal implementation. Ms. McDonald also passed out the Organizational Competencies. Both of the documents are still in draft form and can be modified-input is welcome. Mr. Rottenstreich asked if Ms. Garcia will be back to speak with the Strategic Plan Committee. Ms. Naftaly said that will happen in the spring.

**NYS funding-** Ms. McDonald reported that SALS is unable to give us a date or amounts for the delivery of the 2010 NYS Library Aid. Mr. Lebowitz asked if this was the latest we've gone without NYS aid. Ms. McDonald said that it was. The best guess for receipt of the funding is March or April since Library Aid is in the state budget.

Ms. McDonald also reported on the thousands of crows in City Park the last few weeks. Parts of the exterior of the building will need cleaning in the spring. A humane, ultrasonic device has been ordered to keep the birds away.

**Other:**

**Action items:**

1. Approval for Kevin Rogan to have retroactively attended Reference Services Interest Group - "Library Marketing and Outreach Success Stories" at CDLC on January 20, 2011. Cost: Travel.
2. Approval for Andrea Herman to attend a series of meetings (February 9, March 9, April 13, May 11 and June 8, 2011) at CDLC on Resource Sharing. Cost: Travel.
3. Approval of Executive Committee motion to authorize IATS services to provide credit card payments.
4. Permission to purchase software from PrinterOn (\$395.00) and a one-year renewable maintenance agreement (\$100.00) to enable the public to print from wireless applications while in the Library.
5. Permission to renew Harris accounting software package at the annual contract fee of \$1,450.00.
6. Approval for Erica Burke to attend New York Genealogical and Biographical Society tour of the New York City Municipal Archives on March 4, 2011. The NYG&B publication New York Researcher has asked Erica to write an article about the genealogy and local history resources in the Folklife Center. The cost for the program is \$20 (because we have a membership). Travel: approx. \$215. To be sponsored by Folklife Funds.

7. Permission for Pam Frazier and Dorie Stevenson to submit a \$900 grant application to the Stewart's Holiday Match Grant for portable lapel microphones, a puppet stage and puppets for Children's programming for all ages of children.
8. Approval for Christine McDonald and Kathy Naftaly to attend *Advocacy 3.0: Using Social Media and Mobile Marketing* presented by Libby Post at the Wolf Road Marriott, Monday, February 28, 2011 (Pre-Advocacy Day). Fee is \$120 total plus travel.
9. Permission to sign lease agreement with TransFirst to upgrade obsolete credit card terminal equipment for 2 years at \$39.98/month with \$150 rebate.

A motion was made by Mr. Pratt and seconded by Mr. Rottenstreich to accept action items 1-9 and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

### **Department Reports**

Ms. Shanks, Development Director reported that the library will be able to take online reservations in a week. She and Ms. McDonald are interviewing for the Volunteer Coordinator/Assistant to the development Director position.

Ms. Naftaly, Assistant Library Director III reported receiving over 50 applications for the two computer assistant positions. Interviews start next week.

Ms. McDonald reported she and Ms. Naftaly reviewed the Civil service list for Administrative Assistant and will start interviews shortly.

### **Old Business**

The Budget Committee meeting with Glens Falls National Bank: Ms. McDonald will check with Karen Stapleton and Peter Capazzola for good dates towards the end of February, early March to accommodate trustee schedules.

**New Business:** None

**Adjournment:** A motion was made by Ms. Newcomb and seconded by Ms. Caimano to adjourn the meeting and approved as follows: Mr. Leonelli (yes), Mr. Lebowitz (yes), Ms. Irion (yes), Ms. Caimano (yes), Ms. Nemer (yes), Mr. Rottenstreich (yes), Mr. Toomey (yes), Ms. Vanderminden (yes), Ms. Newcomb (yes), Mr. Pratt (yes).

**The next Board meeting  
will be held on  
Wednesday March 2, 2011  
at 4:00 pm  
in the Holden Meeting Room**